

Intensive English Language Institute

Student Handbook

2016-2017



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Mission Statement

MISSION

The Intensive English Language Institute (IELI) is an academic English as a Second Language Program for international graduate and undergraduate students who have been admitted to Utah State University and for students who want to study English for personal or professional reasons. IELI also serves visiting scholars, post-doctorates, government and corporate sponsored students and exchange students. In addition to intensive language education, IELI provides training for international teaching assistants and is involved in teacher education projects at USU and abroad. IELI serves the world community through program and curriculum development, teaching, and consulting.

The major goal of the IELI program is to provide students with the language skills and cultural orientation necessary to make them successful students in the USU classrooms and willing participants in the university community. To accomplish these ends, the core program is one of academic English, informed by faculty investigations of university classroom practice. Implicit in all classroom teaching is a cultural orientation to American values, the American educational system, and aspects of campus life in general.

The activities of IELI directly support the University's current mission of providing high quality instruction and encouraging cultural diversity. IELI's academic ESL courses are one means by which international students and Utah's non-native speakers of English may meet the University's English language proficiency standard, thus furthering the educational mission of the University and contributing to the internationalization of the campus.

IELI OFFICE

Old Main Room 069

Phone Number: (435) 797-2081

E-Mail: ieli@aggiemail.usu.edu

Welcome

Dear Student,

Welcome to the Intensive English Language Institute (IELI) at Utah State University (USU).

IELI is an internationally recognized English as a Second Language program, which is designed to help you acquire the skills necessary for successful university study. You will be living and studying in a safe and beautiful place. Logan, Utah has easy access to skiing and snow boarding, hiking, biking, and other outdoor recreation. Logan is also within driving distance of some spectacular national parks, such as Yellowstone, Arches, Zion's, and the Grand Canyon.

This handbook will help answer many questions you may have, but it does not cover everything. If you have a question which the handbook does not answer, please ask IELI staff or faculty to help you. You can also consult the *Utah State University General Catalog* found online at <http://catalog.usu.edu> to answer questions for you.

Enjoy your studies and the time you spend here at Utah State University.

Sincerely,

Jim Rogers, PhD
Director of IELI
Professor, Department of Languages, Philosophy and Communication Studies

About IELI Faculty and Staff

IELI faculty and staff are here to help you succeed in your studies. Our doors are open to you.

IELI has one director, five full-time professors, two full-time lecturers, several adjunct instructors, one full-time staff person who functions as the academic advisor, and one part-time staff person. To learn more about us, check out our website: <http://www.usu.edu/ieli/>.

Intensive English Language Institute Office

Our offices are located in Room 069 of Old Main. This is where you will meet with your professors and talk to administrators and staff.

Also located in Main 069 is the George Meyer Room. This room is dedicated to George Meyer, the founder of the Intensive English Language Institute. This is a place for students to study and to visit. Please feel free to spend time in the George Meyer Room. It is for you.

Program Objectives

The Intensive English Language Institute (IELI) is an academic program. We teach English skills and cultural knowledge to international students, U.S. residents, and citizens. For a complete description of our mission go to <http://ieli.usu.edu/htm/about/about-the-department>.

Description of Program

The IELI program has four levels of instruction. Each level takes one 15-week semester (or one 10-week summer session) to complete. Thus, a Level 1 (high beginning) student requires four semesters to complete the program. Other students will need less time, depending upon their initial placement.

Levels of Instruction

- Level I: High Beginning
- Level II: Low Intermediate
- Level III: Intermediate
- Level IV: High Intermediate - Advanced

Academic Curriculum

Classes focus on the language and cultural skills needed for successful university study. Over 90% of IELI's students continue academic studies at the undergraduate or graduate level at USU after completion of IELI. In order to meet the needs of our primary student population, we have oriented the curriculum toward language, culture, and academic skills necessary for successful university work.

Language Goals

The IELI curriculum involves students in tasks aimed at improving their abilities 1) to **speak** comprehensibly and negotiate meaning in a range of situations from one-on-one requests and inquiries in university and community offices to more formal academic uses of English such as conducting interviews and making class or seminar presentations; 2) to **understand spoken** English in a variety of contexts including conversations, video, television, radio, and university lectures; 3) to **comprehend written** English from a range of genres including materials created for ESL students, newspapers, magazines, short articles, university textbooks, and scholarly

journals and books; 4) to **write** comprehensibly for a range of genres including journals, letters, academic reaction papers, essays, and research papers.

Culture Goals

The IELI curriculum involves students in tasks aimed at 1) improving their abilities to interact cross-culturally both with classmates from different cultures and with Americans; 2) increasing their understanding of what culture is and how it influences behavior, beliefs, and expectations; 3) increasing their knowledge of American cultures with the goal of helping students function well as members of the USU community; 4) providing opportunities to compare cultural expectations; 5) gaining an understanding of how American universities and classrooms operate, what expectations American teachers and students have, and what behaviors are acceptable in American university classrooms.

Academic Goals

The IELI curriculum aims to help students become self-regulated learners capable of performing academic tasks that will be required of them in an American university. Specific goals include 1) developing an awareness of one's individual learning preferences; 2) listening to lectures and discussions or reading and taking notes; 3) paraphrasing, synthesizing and summarizing information; 4) judging the importance of information; 5) organizing information; 6) recognizing and using common rhetorical patterns; 7) discerning author's viewpoint and purpose; 8) developing an awareness of audience in writing and speaking; 9) editing written text; 10) using context to determine meaning; 11) participating in both informal and formal discussions; 12) using visual organizers; 13) improving abilities to use computers; 14) learning to use libraries and internet for research.

For more information about the curriculum go to <http://ieli.usu.edu/htm/about/curriculum>

Credit Courses

All IELI courses carry USU academic credit. At each level, full-time students are registered through USU for 18-credit hours. Depending upon their major department, undergraduate students may apply up to 36 credits as elective credit toward graduation. Credits earned completing the IELI program also qualifies students for the Bachelor of Arts degree upon graduation.

IELI admits new students on the same schedule as USU. Upon successful completion of the advanced level (level 4), students who are admitted into a major program may register for full-time study in major field classes. Students who have less than a full-time load remaining in IELI and fewer than three IELI classes, may take major field courses with the approval of the IELI director and the academic advisor. Students who have three or more IELI classes remaining will complete a "Reduced Course Load Form" and remain in IELI.

Calendar

IELI's starting dates usually follow Utah State University's calendar. See the IELI website <https://ieli.usu.edu/htm/future-students/schedule> or a current IELI application form for exact dates.

Admission Criteria

The IELI program accepts students who are seeking a degree at Utah State University, as well as students who want to study English for personal or professional reasons. If you want to study English only, you must meet admission requirements comparable to requirements for undergraduate degree-seeking students. In general, IELI accepts students who have completed the equivalent of high school with a Grade Point Average (GPA) of academic coursework comparable to a GPA of 2.5 within the American (4.0) system.

Undergraduate students who apply to USU without a TOEFL score of 525 for the paper-based test or 71 for the internet-based test or a minimum IELTS score of 6.0 (with a minimum of 5.0 on each sub-scale), and graduate students who do not have a TOEFL score of 550 for the paper-based test or 79 for the internet-based test (iBT) or a minimum IELTS score of 6.0, must take the IELI Placement Examination. IELI gives this test the first day of each academic session. Based on your examination results, you will be placed in or exempted from IELI. If you are required to study in IELI, you must study at the class level indicated by your placement test score. Be advised that students are expected to have a basic knowledge of English before coming here. Level 1 is high beginning for listening, speaking, reading, and writing English.

Program Costs

Tuition costs for classes in the Intensive English Language Institute are the same as for other undergraduate classes. Utah State University's Board of Regents sets these rates and periodically changes them. See a current IELI application or visit <http://www.usu.edu/registrar/htm/tuition> for current tuition rates. IELI charges a \$50 placement testing fee for all students. There is an additional \$50 late fee for payments on or after the day of the exam.

Health Insurance

Utah State University requires that you have health insurance. Further, Utah State University has specific requirements for the insurance coverage of international students. Currently, health insurance coverage for international students must contain the following: (1) Maternity (pregnancy); (2) Repatriation -- \$25,000; (3) Medical evacuation -- \$50,000; (4) Accident (injury) and sickness for students on F-1 and J-1 visas -- \$100,000 (5); Deductible per illness -- \$500.

Utah State University offers several health insurance plans. These insurance plans provide the insurance coverage which is required of all international students. You will automatically be enrolled for Utah State University's student insurance at the time of your registration and assessed the fee for the insurance. The Student Health and Wellness center webpage provides details and rates for these plans <http://www.usu.edu/health/healthinsurance/rates.cfm>. USU Insurance is automatically renewed each semester you are enrolled at USU.

The USU Insurance plan has \$250.00 deductible, which you pay out-of-pocket before the insurance pays benefits. You will also pay a \$30 co-pay when you visit the doctor's office. If you go to the hospital emergency room, you pay a \$250.00 co-pay, plus 20% of the services.

If you have an insurance policy purchased in your home country and, therefore, do not wish to purchase USU's student insurance, it must contain the required coverage as stated above. You may cancel the Utah State University insurance by presenting a copy of your personal insurance policy, which meets USU's standards to the Insurance representative at the Student

Health and Wellness Center, 1553 North 800 East, room 112. You must also waive the insurance at <http://firststudent.com/schools/UtahStateUniversity.htm>

Health Insurance Definitions

Copay/Copayment - A payment made by the insured (often you, the student) at the time you receive services. You can make this payment in cash or by credit card at the hospital or doctor's office. For example, the USU co-pay is 30.00 so when you see a doctor you must pay 30.00 when you leave.

Deductible - A specific amount of money that the insured must pay before an insurance company will pay for services. For example, the USU insurance plan has a 250.00 deductible. This means you must pay for the first 250.00 of medical services before the insurance company will pay.

Emergency Room (ER) - An ER provides immediate treatment for a serious injury or illness. The cost for an ER visit is MUCH higher than a regular doctor's visit.

Inpatient - A patient who stays in a hospital while under treatment.

Intensive Care - Special medical treatment of a dangerously ill patient, with constant monitoring

Medical Emergency - A serious injury or illness that poses an immediate risk to a person's life or long-term health.

Out-of-pocket maximum - The most you will have to pay during a policy period (usually a year) for health care services. Once you have reached your out-of-pocket maximum, your plan begins to pay 100% of the allowed amount for covered services.

Over-the-counter Drug - A drug that is safe and effective for use by the general public. It does not require a doctor's prescription.

Physician/Doctor - A person qualified to practice medicine.

Prescription Drug - A drug that requires a prescription which can only be obtained from a physician.

Urgent Care Center - Primarily treat injuries requiring immediate care, but not serious enough to require an Emergency Room visit.

Financial Assistance

F-1 Visa Students

Scholarships for International Undergraduate Students for Study in the Major

Some scholarships and loans for undergraduate international students may be available. Talk to the advisor in the Office Global Engagement for details. The Global Engagement is located in the Military Science building room 115, phone (435) 797-1124.

Scholarships for International Graduate Students

Graduate students seeking financial assistance should contact their individual departments or the School of Graduate Studies. The School of Graduate Studies is located in Old Main room 164, phone (435) 797-1189.

IELI Scholarships

One \$500 scholarship, the Osamu Fujiwara Scholarship, is available to students who have completed IELI and are admitted as undergraduates at Utah State University. All IELI students, regardless of their visa or alien status in the U.S., are eligible to apply.

Employment

Students on F-1 visas may work on-campus part-time (20 hours per week or less) after they obtain permission from the Office of Global Engagement. Students who wish to work off-campus must obtain permission from U.S. Immigration Services. The Office of Global Engagement assists students with this request.

U.S. Citizen, Resident and Refugee Students

Financial assistance is available to citizen, resident and refugee students enrolled in IELI classes if they are officially admitted to an undergraduate or graduate program. For more information, students in this category should contact the IELI Office, or the Financial Aid Office, 106 TSC, Utah State University, Logan, UT 84322-1800, phone (435) 797-0173 or the Multi-Cultural Student Affairs Office, TSC room 311, phone (435) 797-1733.

Student Consultation

The Intensive English Language Institute has an “open door” policy regarding student consultation. You should feel free to speak to faculty and staff on any matter that may concern you. You are assigned a Faculty Advisor who will help you with academic problems. You should visit IELI faculty either during their office hours or by appointment. The IELI Academic Advisor/Business Assistant will help you with questions regarding many of the challenges you face while studying at Utah State University. She will assist you in obtaining an advisor in your major. If you have a personal problem, she will help you or you can ask a faculty member for assistance. Students should never hesitate to ask questions or seek advice.

The Office of Global Engagement assists international students with immigration and many other matters. They also assist international students with many of the challenges they face while studying at Utah State University.

Some Important Immigration Rules for Students

Students Admitted to Study English Only

English-only students on an F-1 visa must be enrolled for the full program. This is 18 credit hours each semester. You are not required to be enrolled during the summer session (unless your study begins in the summer). Further, after two (2) consecutive semesters of full-time study, you are entitled to one (1) semester in the U.S. without study.

If you finish the Intensive English program before your I-20 expires, you have two options. You may return to your home country, or you may apply for admission for further study at Utah State University or another college or university. If you are not enrolled for a full program of study, you must return home.

Occasionally, IELI allows English-only students to carry less than a full load and remain in status with immigration services (SEVIS, Student & Exchange Visitor Information System). This is done on a case-by-case basis, subject to approval by the Director of the Office of Global Engagement, MS room 115, phone (435) 797-1124.

Students Admitted for Undergraduate Study pending IELI

Students who are admitted for undergraduate study at Utah State University pending IELI must successfully complete the Intensive English program before beginning their major classes.

As a student admitted for undergraduate study pending IELI, you are also required to be enrolled for a full load of study each academic session. A full load is 18 credit hours per semester for as long as you are enrolled in the Intensive English program. Once you finish your IELI courses, a full load of study is 12 hours per semester. Students with a schedule of some IELI classes and other USU classes may also take less than 18 credit hours. For more information, please see the IELI website <http://ieli.usu.edu>.

Additionally, you are not required to be enrolled during the summer session (unless your study begins in the summer). Further, after two (2) consecutive semesters of full-time study, you are entitled to one (1) semester without study.

Students Admitted for Graduate Study pending IELI

The same rules that apply to undergraduates apply also to graduate students. In some cases, exceptions to these rules are made by the Office of Research and Graduate Studies, Old Main room 164, phone (435) 797-1189. If you have questions, please contact the IELI Director, Old Main 071.

All F-1 Students

Because you are in this country on a student visa, you must attend classes and make progress in your studies. If you don't, you will be out of status with Immigration and may be sent home.

Driving in the U.S.

In order to drive a car in the U.S., you *must* get a Utah driver's license, carry it with you whenever you drive, always wear a seatbelt, and have automobile insurance. There are strict laws in the U.S. about cell phone use while driving, please be aware of these laws. For more information, ask the IELI staff or go to the Office Global Engagement.

Leaving the USA

If you are leaving the USA and you intend to return to Utah State University, before you leave you must have your I-20 signed by an appropriate official in the Office of Global Engagement, Military Science room 115.

Change of Address

All official information from the university and anyone you do business with, for example, your bank, cell-phone company, Internet provider, landlord, electricity, gas, etc. is sent to your mailing/ street address. Whenever you move from one place to another, it is *your* responsibility to tell everyone what your new address is. First, go to the post office and fill out a change-of-address form. Then come to the IELI office and tell us (we can help you change your address in Banner, the computer system at USU). After that, contact all of the businesses and tell them that your address has changed (you can do this online).

Academic Policies

About Grades in Your IELI Classes

Each teacher in the Intensive English program has his or her individual grading policy. Teachers will explain these policies to you at the beginning of each semester. Grading procedures are also explained in each course syllabus. The teacher makes the final decision on grades. If you disagree with your teacher's grade, please see page 9 of this handbook for more information on USU's grievance policy.

The grades you get for each class are based on the **work** you do for that class. Attendance and effort are important factors for successful learning but do not directly affect your grade. It is important for you to do your best on all your in-class and at home activities as they will be graded on how well you complete these activities. Successful completion of these activities will help you gain the knowledge and skills you need to meet learner outcomes for each course.

IELI Attendance Policy

Learning a language requires that you actively attend and participate in your classes. If you do not regularly attend classes, you may miss important information and fail the class, not progressing to the next level in the IELI program. For students studying on a visa, if you miss more than a week of class we are obligated to contact the Office of Global Engagement to report your absence. Missing multiple classes and/or failing multiple courses can have serious consequences for some students as it can be grounds for revoking their visa and requiring the students to immediately return to their country.

Assessment and Advancement within the IELI Program

Placement Exam

As a new student in the Intensive English program, you will take the Placement Exam on or before the first day of the semester. The test lasts 2 1/2 hours, and covers the areas of reading, writing, listening, grammar, vocabulary, and speaking. A sample of the exam questions and scoring can be obtained from the IELI office. Information about the exam and a sample of test questions are available on the IELI website <http://ieli.usu.edu/html/future-students/testing-and-placement>.

Students are placed based on their overall placement score as well as their writing score. The overall score is used to place a student in all the classes except for writing. The writing test score determines writing placement. Consequently, a student may test into one level and place into a writing class that is one level below. A student who scores 146 or higher on the IELI Placement Exam but scores 30 points or lower of the writing section is required to take the writing class into which he/she places.

Overall score	Placement	Writing Score	Writing Placement
45-65	Level 1	1 to 10 points	Level 1
66-105	Level 2	11 to 16 points	Level 2
106-125	Level 3	17 to 22 points	Level 3
126-145	Level 4	23 to 30 points	Level 4

145 and above out

31 points or higher out

You may take the Placement Exam only once in a 12-month period. Further, you may re-take the Placement Exam only if you have not been enrolled in any IELI classes for that 12-month period. The test score is valid for one year.

First week evaluations for Level Changes

During the first week of each semester, your IELI teachers will evaluate you in each class. If you meet all the necessary criteria, your teacher may move you to a higher level class or exempt you. Please see your individual teachers for level change criteria. You should also note that during the first week, a teacher also has the option of moving you to a lower level, if the teacher finds that you are unable to do the coursework. Teachers make the final decision regarding moving students from one level to the next.

In-term evaluations

Your professors will inform you, in writing, of your grade three times during the semester. For the midterm evaluation, IELI faculty assign a letter grade to students in each of their classes. If you are doing work at a level lower than C in any of your classes, your professor will meet with you to discuss what you will need to do to pass the class.

Mid-term evaluations are also used to determine whether Level 4 students are allowed to register for their major classes for the next semester. If you are receiving lower than a B- at mid-term in any of your classes, you must ask your professor to confirm you are passing the course before you may pre-register for major classes. It is your responsibility to have your professor e-mail the IELI advisor and inform her that you are passing the course.

Final Exams

IELI finals follow the final exam schedule in the Schedule of Classes listed on the Registrar's website <http://www.usu.edu/registrar/ntm/registration/dates>. Some IELI professors require final projects instead of a final exam. Please do not make travel reservations until after your scheduled exams.

Progressing to the next level

You must receive a grade of C- or better in any IELI class in order to pass that class and move to the next level of that class. Students who receive lower than a C- are required to repeat the class until they receive a passing grade. If you are not passing a class at mid-term you will be re-registered for the class until final grades are posted. If your final grade shows that you passed the class, you will be moved up into the next level or the class will be dropped.

If you want to check on how well you met the learner outcomes for each class, there are two ways to do so: 1) you can get a copy of the student achievement form from the IELI staff assistants or 2) you can access your grade on the USU website and then compare the grade to the Grade Descriptions on the IELI website (Current Students -> Grade Descriptions).

Remember that your individual course grades are based on the work you do in the class and not simply on attendance and effort. See *About Grades in Your IELI Classes*, on page 7 for more details.

Completing IELI

Students must pass 18 credits at Level IV to complete the program. Completion of Level IV satisfies the USU English language requirement. This means students who have been admitted to USU may begin study in their major programs after passing all IELI Level IV classes; they do not need to take the TOEFL.

Grievance Procedure for Students

The Intensive English Language Institute follows Utah State University policy in all grievance procedures.

Student Complaints

If you as a student feel you have been treated unfairly in any area, you should first discuss the problem with the person most directly involved – teacher, advisor, staff, or administrator. This includes your initial placement and grades you receive in your classes. If the problem cannot be resolved in this way, you should take the problem to the IELI Director – or if the problem is with the IELI Director – to the Head of the Department of Languages, Philosophy & Communication Studies.

If you feel that the problem has not been resolved, you may file a formal complaint. Here is the process to do so:

1) Download a complaint form from the website

http://ieli.usu.edu/files/student_complaint_form.pdf

If you need help filling out this form you may ask the IELI advisor. She will keep this information confidential (i.e. she will not share it with anyone).

2) Take the complaint form to the Languages, Philosophy and Communication Studies department head. The department head will then try to help you solve the problem.

If the department head cannot resolve the grievance, the written complaint with documentation goes to the dean; then if it is still unresolved to the vice-president of student affairs, who appoints a grievance board which hears the grievance and makes a decision. You may appeal the decision, and if so, the complaint moves forward to an appeals board appointed by the president of the university. The decision of the appeals board may be further appealed to the president, who will make the final decision.

Complaint form

(download from http://ieli.usu.edu/files/student_complaint_form.pdf)

Student Complaint Form

Student Name: _____

Student A number: _____

What type of complaint

Teacher ____ Class ____ Another student ____ Other ____

Please describe the complaint (what happened and why are you unhappy?):

Who have you already talked to?

Grade Point Average (GPA)

American universities use a letter grade system. Each letter grade has a numerical value. Further, letter grades are often modified by plus (+) or minus (-). The system works in this way:

A	4.00	Exceptional performance
A-	3.67	
B+	3.33	
B	3.00	Above average performance
B-	2.67	
C+	2.33	
C	2.00	Satisfactory performance
C-	1.67	
D+	1.33	Failing performance
D	1.00	
F	0.00	

Grade point average is determined by dividing the total number of grade points earned by the number of credit hours carried. You receive grade points for each class you take. The number of grade points you receive depends upon the number of credits you take and the grades you receive. For example, suppose you take only one 3-credit class and that you get an "A." An "A" is worth 4 grade points for each credit. Since the class is 3 credits, you receive 12 grade points (3 credits x 4) for the class. Your overall grade point average is the total number of credits for all semesters you have studied divided by your total number of grade points. (For more information, consult the *Utah State University General Catalog*.)

Official Transcript

All grades you earn in your IELI classes as well as your other classes at USU are recorded on your official transcript. If you are earning an undergraduate degree at USU, 36 credits of IELI will be applied towards your degree program. Your transcript is a permanent record of all the classes you take at USU, including your IELI classes. It shows all your grades and gives your grade-point average. You have to show your transcript when you apply to another school or when you apply to graduate school. Employers often require that you show your transcript when you apply for a job.

Minimum Grade-Point Average Required to Enter Your Major Field of Study

A 2.0 GPA will keep you in good standing at USU, but for many majors it is not sufficient for you to enter and/or remain in a major field. Many majors require that you have a 2.5 grade-point average or higher to enter and remain in the program. Talk to an advisor in your major field of study to learn the specific GPA requirements for your chosen major.

Repeating Courses

You may repeat any course you take. However, the total number of times you can take the same class is three (once, plus two repeats). To repeat a class four or more times, you must have approval from the dean of your college.

Additionally, the total number of repeats allowed is limited to ten. You must have approval from the dean of your college to repeat more than ten times. If you receive a higher grade in a class after repeating the class, the lower grade will not be included in your GPA calculation. Your transcript will show an "E" for "excluded" next to the lower grade and an "I" for

“included” next to the higher grade. If you need assistance, the IELI Academic Advisor can help you.

Academic Standing

Good Academic Standing

You are in good academic standing when your cumulative (overall) GPA is above 2.0. However, many USU departments require a higher GPA for acceptance into that department.

Academic Warning and Academic Probation for Undergraduates

When your overall GPA drops below 2.0, you are placed on either academic probation or academic warning, based on the number of attempted hours, admission status, and the USU cumulative GPA. A student with less than 36 attempted hours and with a USU cumulative GPA of *less than 2.00* is placed on academic warning. A student with 36 or more attempted hours, or any student with a standing of provisional admission warning, with a USU cumulative GPA of *less than 2.00* is placed on *academic probation*

You are removed from academic warning or probation when either of the following occurs: your overall GPA rises above 2.0. Your current semester GPA rises above 2.0.

Academic Suspension for Undergraduates

You are placed on academic suspension when you are on academic probation and your GPA for one semester is lower than 2.0. Please note that a GPA of less than 2.0 for one semester is not enough to merit suspension. You must already be on academic probation.

The first time you are suspended, you must wait at least one semester or summer session before applying for re-admission. A student who has been suspended two or more times may not apply for re-admission for at least one year.

For more information regarding academic standing for undergraduate students, see the USU’s general catalog. For information regarding academic standing for graduate students, contact the Office of Research and Graduate Studies.

Split-Level Enrollment

(Being Enrolled for classes in more than one level)

Some students may be enrolled in more than one level, depending on their placement test results. In addition, if you fail one or more classes you may be enrolled in two different levels. You may only take classes from consecutive levels. For example, you may enroll in Level 2 and Level 3 classes. However, you may not enroll in Level 2 and Level 4 classes. In order to take a Topics Class (i.e. IELI 2450) or Cross-Culture Perspectives (IELI 2470), you must be enrolled in at least three courses in the level of the class (e.g. for A topics level 3 class, you would have to be enrolled in at least three other level 3 classes).

Enrolling in IELI Classes and Major Classes Simultaneously

(Concurrent Enrollment)

Some students enrolled in IELI classes may simultaneously be allowed to enroll for major classes under the following conditions: You may take no more than a total of 18 credits during the semester of concurrent enrollment. You must complete the IELI program during the

semester of concurrent enrollment. You **may not** enroll in English 1010 or 2010 if you have not completed IELI 2420. You cannot enroll simultaneously in IELI 2420 and English 1010 or 2010. Please see the IELI advisor for help in concurrent enrollment.

IELI Class Audits

IELI follows USU's audit policy: Students and visiting scholars may be enrolled as an auditor only with the instructor's permission. When you audit a class, you do not receive academic credit for the class nor do you receive a grade. Teachers may elect to not grade any of the work you do while auditing a course. You do not receive an official grade for the course. At no future time may you request or receive credit for the audited course by any other means than by officially registering for the course and doing the required work.

As long as it does not jeopardize your visa status, you may enroll as an audit in IELI courses, provided you receive approval from the director and the teacher of each course you wish to audit. The tuition you pay for audit classes is the same as for credit classes. Please see the IELI advisor for help with the auditing procedure.

Completion Certificate

After successfully completing at least a full level IV of IELI, you may request a completion certificate. See the Advisor in the IELI office for assistance.

Student standards of conduct

As USU students, you are expected to follow the University's Standards of Conduct. <http://www.usu.edu/studentconduct/>. In addition to following the rules on campus, you must follow the local laws off campus, or you will be in serious legal trouble.

Please be honest; act responsibly and with integrity. Respect other people. Work hard and do your best. We want you to have a positive experience while you are here.

Awards and Scholarships

Every semester we recognize three students who have demonstrated academic excellence and an ability to get along with people from other cultures. From those students, each fall the faculty selects three Students of the Year. Also, every year one \$500 scholarship is awarded to IELI students who have completed (or are completing) Level IV.

Registration and Tuition Payment Information

New IELI Students

The registration procedure for *new* students in IELI is fairly simple. At the Intensive English Orientation, you are given your class schedule and a tuition and fees handout. The IELI Office will register you for your classes and you will pay your tuition after registration. Tuition should be paid in full by the end of the second week of classes. At that time, there will be a registration purge (dropped classes) for those whose tuition has not been paid. If you feel that you cannot pay your tuition in full by that time, you can sign up for a tuition payment plan. Please see the IELI Advisor for help. If tuition has not been paid in full by the tuition payment date you will be assessed a late payment fee.

You pay your tuition and fees at the Registrar's Office, located in the Taggart Student Center (TSC), Room 246 or online through the "My USU, Access, Touchnet Payment System." When you pay your tuition, your student card is automatically "activated."

Returning IELI Students

Towards the end of the semester, you should make an appointment with the IELI Academic Advisor to register for your next semester classes. At that time you will receive your class schedule for the next semester. You may pay at the Registrar's Office or online through the "My USU, Access, Touchnet Payment System" by the USU deadline.

Refund Policy

Occasionally IELI faculty or administrators will change your schedule, due to a level change or a section change. When this is the case, you will not be penalized. You will receive a full tuition refund when it is applicable. However, if you add or drop a class for any other reason, all deadlines, fees and penalties apply. You should be particularly aware that after the fifteenth day of USU classes (Spring and Fall semesters), there will be no tuition refund. See the Refund Policy at http://catalog.usu.edu/content.php?catoid=2&navoid=72#Tuition_Refund_Policy for details. For Summer Semester, see the registration calendar on the USU Catalog website: <http://catalog.usu.edu>.

Permission to carry less than 18 credits can only be given by the OFFICE OF GLOBAL ENGAGEMENT. Only in special cases is this permission granted.

Summer Tuition

USU extends in-state tuition to international students enrolled for Summer Semester. This is a significant savings over regular international tuition. Consider staying for Summer and save some money on tuition.

Students Leaving IELI

The IELI Advisor holds an orientation for Level-IV students who will complete the IELI program at the end of the semester and continue to study in a major at Utah State University. You will also need to meet with a major advisor in your field of study. The IELI Advisor can give you information about arranging an appointment with your major advisor.

Student Feedback

IELI/USU End-of-Semester Satisfaction Survey

All IELI students are surveyed each term regarding the Intensive English program. These responses are compiled and shared with faculty and staff in an on-going program review process.

Admission to USU Undergraduate and Graduate Programs

The staff will assist IELI students in the application process for graduate or undergraduate admission at Utah State University. You may also contact the Admissions Office, Office of Global Engagement, or the Office of Research and Graduate Studies.

Transferring from a Program Within the United States

If you have an F-1 visa and you wish to transfer from another English program within the United States to the Intensive English Language Institute, you should contact an immigration officer at the Office of Global Engagement for a transfer form. You will be required to prove that you have a valid visa and that you are in good standing with SEVIS. You will also be required to prove that you are in good academic standing at the institution which you are presently attending.

Transfer and Application to Other Institutions

The IELI Academic Advisor/Business Assistant will assist students transferring or applying to other institutions when possible. The IELI staff can help students complete application forms and make suggestions. However, IELI is not able to provide application materials and related information from other institutions.

Conclusion

We realize that we haven't covered everything you need to know in this small pamphlet. As questions arise, please ask IELI faculty and staff. We are here to help you. We want your stay at USU to be a happy and productive time. Also, at the back of this handbook, we have listed some of the student resources available at USU.

Again, we welcome you to the Intensive English Language Institute.

Student Resources

Access and Diversity Center

Taggart Student Center, Room 315

(435) 797-1728

<http://www.usu.edu/accesscenter/>

The Access and Diversity Center promotes access and full involvement in all aspects of student life at Utah State University. This center serves as a catalyst for the creation of a campus and community environment where all people are free to affirm and celebrate their differences, including, but not limited to, differences of race, sex, religion, gender identity, sexual orientation, class, age, ability, and parental or veteran status. The Center includes support for LGBTQA, Multicultural students, and non-traditional students.

Aggie Care

Taggart Student Center, Room 309B

(435) 797-3052

<https://www.usu.edu/aggiecare/>

Aggie Care Services:

Child Care - Aggie Care works with local providers and centers to assist in their efforts to maintain high quality standards by working toward National Accreditation.

Family Lending Library - Located in the Taggart Student Center in the Center for Women and Gender. When you visit our library you will find a wide variety of materials to encourage and support your efforts to spend quality family time with your children.

Celebration of Children and Families- Each fall Aggie Care coordinates a Celebration of Children and Families on the QUAD for all USU families. You and your child will enjoy the fun educational activities offered by each college.

Community Resources - Aggie Care networks with a wide variety of community resources to ensure that USU faculty, staff and students are made aware of services available to assist in all their work and family life needs.

Campus Recreation

The Aggie Recreation Center (ARC)

(435) 797-0453

<http://www.usu.edu/camprec/>

Campus Recreations coordinates many sports activities. The first of these sports activities is **intramural sports** (USU students competing against each other) in both team and individual sports. Intramural sports sponsored by Campus Recreation vary depending upon the season of the year. Sports may include soccer, volleyball, golf, tennis, ping-pong, basketball, as well as other sports. Campus Recreation also coordinates **sports clubs**. These sports clubs help promote a particular sport such as soccer, hockey, rugby and skiing, bringing students with similar interests together. In addition, Campus Recreation sponsors **recreational instruction programs (RIP)** in skills such as aikido, karate, and ballroom dance. RIPs are not for competition and there is usually an extra cost involved. Typically, these programs are for children as well as adults. Finally, Campus Recreation coordinates **informal recreation** in sports and games such as basketball, ping-pong, tennis, swimming, and weight lifting. Because available activities are constantly being updated, check out their website for current information.

Center for Women gender

Taggart Student Center, Room 309

(435) 797-9222

<http://www.usu.edu/stusero/womencen>

The Center for Women gender provides information, assistance, and referrals concerning resources available on campus and in the community for personal, educational, and professional development of students, faculty, and staff (especially women). Programs and activities support greater understanding of gender-based issues, encourage an inclusive and equitable environment, and promote women's leadership experiences

Computer Labs

There are 12 open-access computer labs available to IELI students. These are located in the following buildings on campus:

<http://www.usu.edu/computerlabs/>

Agricultural Science, Room 119

Merrill/Cazier Library, Information Commons

Sci-Tech Library, Room 002

Taggart Student Center, Room 101

University Reserve, Graphics Room 101

Business Building, Room 105, 107, 109, 113, and 118

Education Building, Room 170
Family Life Link Building, Room 201
Old Main, Room 229, 406, and 407
Engineering Lab Building, Room 105
Industrial Technology Building, Room 008

Hours open and available software differ from lab to lab. In order to use any of these computer labs, you must have a valid, current USU ID (you will receive this when you pay your tuition).

Counseling Center

Taggart Student Center, Room 306
(435) 797-1012

<http://www.usu.edu/counseling/>

If you have any kind of personal problem, you can get professional help in the Counseling Center. They provide confidential counseling services free of charge for qualified students.

Disability Resource Center

University Inn 101
(435) 797-2444 voice
(435) 797-1012 TTY

<http://www.usu.edu/drc/>

The Disability Resource Center provides services to students, faculty and staff with disabilities to help them participate in university programs, services and activities.

Dolores Doré Eccles Center for Early Care & Education

(435) 797-3657

<http://www.usu.edu/fchd/community/dde/>

Students with children 3-5 years of age may enroll their children at the Dolores Doré Eccles Center for Early Care & Education, an accredited quality early care and education program for preschool age children. Contact them directly for information regarding enrolling your children.

Housing and Dining Services

1295 East 100 North
Logan, UT 84322
Tel: (435) 797-3113

Email: info@housing.usu.edu

<http://www.housing.usu.edu/>

<http://www.usu.edu/dining/>

Housing and Food Services provide on-campus housing and meal plans. Please note that Food Services have limited hours during the Thanksgiving holiday and winter break. To arrange on-campus housing, contact them directly.

Intensive English Language Institute Student Association (IELISA)

IELISA is an organization which includes all IELI students. IELISA officers, students, and faculty advisor plan several activities each semester designed to be fun and informative. Come to the meetings, volunteer to be elected as an officer, and meet new friends in IELISA.

Library Services
Merrill-Cazier Library
(435) 797-2633
<http://library.usu.edu>

The Library is open 7 days a week. Hours are posted at the entrance or can be found here:
https://library.usu.edu/main/library_information/hours_and_parking.php.

Office of International Students and Scholars (OFFICE OF GLOBAL ENGAGEMENT)
Military Science 115
(435) 797-1124
<http://globalengagement.usu.edu>

This office assists international students with questions and problems regarding their visas. They also advise students on academic, social, cultural and personal matters. One of the first things you need to do when you arrive at Utah State University is check in with this office. Any time you travel outside of the United States, you must go to the OFFICE OF GLOBAL ENGAGEMENT to have your I-20 signed.

Outdoor Recreation Center
805 E 700 N Logan, UT
(435) 797-3264
http://www.usu.edu/campusrec/outdoor_programs/op_rentals

The Outdoor Recreation Center (ORC) rents to students sporting equipment for camping, water sports, winter sports, and water craft. In addition, they occasionally organize sporting activities, such as hiking, camping, river rafting, and so forth. Check out their website for current activities.

The Service Center
Taggart Student Center, Room 332
(435) 797-1740
<http://www.usu.edu/servicecenter/>

The Service Center is a student-run volunteer organization. It serves as a clearinghouse for more than 20 community volunteer programs, giving students a wide range of volunteer opportunities to choose from. These volunteer programs are an excellent way to practice your English in an authentic setting, to meet people and make friends, and learn about American culture.

Sexual Assault and Anti-Violence Information (SAAVI)
Student Health and Wellness Center
850 East 1200 North
(435) 797-1510 (Office)
(435) 797-7273 (Hotline)

The USU SAAVI Office provides safe and confidential counseling, advocacy, and information to ANYONE at USU who is a survivor of or has questions about sexual assault, rape, dating violence, domestic violence, stalking, hate crime, hazing, etc.

Student Health and Wellness Center

850 East 1200 North

<http://www.usu.edu/health/>

Student Health Services (435) 797-1660 provides students with the services of doctors, nurses, laboratory, pharmacy, physical therapy and GYN/Women's Clinic. All students registered for one credit or more are entitled to use the Health Center. There is no charge to see a physician. However, prescriptions, laboratory tests and other procedures require an additional fee and are due at the time of service.

Student Wellness Center (435) 797-1010 helps students learn to balance the many aspects of student life: academic, social, economic, physical and so forth. They also educate students regarding risks for substance abuse.

Student Health Insurance Office (435) 797-0066 assists students with questions regarding their USU student health insurance. If you bring your own health insurance policy with you to USU, this office will approve it so that you can register for your IELI classes.

Student Involvement Office

Taggart Student Center, Room 326

(435) 797-2912

The Student Activities and Government Office has more than 900 programs and activities during the year. These include clubs, dances, lectures, entertainment, homecoming, as well as many other activities.

USU Card Office

Taggart Student Center, Room 212

(435) 797-3852

<http://www.usu.edu/usucard/>

You get your student ID card here. Your ID card can be used on the USU campus for the library, dining, recreation, free concerts, sports events, the Copy Center, computer labs, and the Student Health and Wellness Center.

Writing Center

Ray B. West 104

(435) 2712

<http://writingcenter.usu.edu>

The Writing Center provides help at any stage of the writing process and is open to all students. English course fees fund the Writing Center, so students in other disciplines are required to pay a small user's fee. Appointments must be made online by going to the website listed above. The Writing Center opens the second week of each semester and closes the last day of classes. Hours are from 9:30 a.m. to 3:30 p.m., Monday through Friday and from 7:00 to 9:00 p.m. Monday through Thursday

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